

≈ Final ≈

**CARSON CITY AIRPORT AUTHORITY
MEETING AGENDA**

WEDNESDAY, AUGUST 19, 2020 – 5:30 P.M.

*Public Meeting Held via Video and Phone Access
This Agenda Prepared by Kenneth G. Moen, Airport Manager*

NOTICE TO PUBLIC: The State of Nevada and Carson City are currently in a declared State of Emergency in response to the global pandemic caused by the coronavirus (COVID-19) infectious disease outbreak. In accordance with the Governor's Declaration of Emergency Directive 006, which has suspended the provisions of NRS 241.020 requiring the designation of a physical location for meetings of public bodies where members of the public are permitted to attend and participate, public meetings of the Carson City Airport Authority will NOT have a physical location open to the public until such time this Directive is removed. Additionally, the Agenda will be posted on the webpage, and not posted at the various bulletin boards used prior to the pandemic.

Members of the public who wish to participate may do so by providing WRITTEN public comments prior to or during the meeting. You may also provide public comment in advance of a meeting by written submission to the following e-mail address: mgolden@flycarsoncity.com. For inclusion or reference in the minutes of a meeting, your public comment must include your full name and be submitted via e-mail by not later than 3:00 p.m. the day before the date of the meeting. The Authority values your input.

To view the videoconference, you must have access to an internet connection and a computer view the meeting at the following link: <https://carsoncityairportauthority.my.webex.com> (Meeting Number/Access Code: 296 163 970) Password: sPstB398iUX

To join by video system, application, or Skype for business: Dial [296163970@meetingsamer6.webex.com](tel:296163970) You can also dial 173.243.2.68 and enter the meeting number. Join using Microsoft Lync or Microsoft Skype for Business Dial [296163970.meetingsamer6@lync.webex.com](tel:296163970)

To listen by telephone, you must dial the following number: +1-408-418-9388 (Meeting Number/Access Code: 296 163 970) Password 77782398

- A. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM.
- B. PLEDGE OF ALLEGIANCE
- C. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY.
- D. MODIFICATION OF THE AGENDA. *The Chairman reserves the right to modify the agenda in order to most effectively process the agenda items. Items may be taken out of order; Items may be combined for consideration by the Authority; Items may be pulled or removed from the agenda at any time.*
- E. PUBLIC COMMENT. Members of the public who wish to address the Airport Authority may submit written comments on *agendized and non-agendized matters* related to the

Airport. Comments are limited to three (3) pages per person or topic. If your item requires extended discussion, please request the Chairman to calendar the matter for a future Airport Authority meeting.

F. PUBLIC HEARINGS

1. FOR POSSIBLE ACTION: DISCUSSION OF NIGHTTIME INSTRUMENT APPROACH MITIGATION PROCESS.

Staff Summary: Review scope of work proposed by Lean Engineering and provide Airport Staff with guidance on next steps.

2. FOR POSSIBLE ACTION: DISCUSSION OF APPRAISAL OF VACANT AIRPORT LAND FOR MARKETING PURPOSES.

Staff Summary: Review scope of work proposed by Johnson Perkins for purpose of obtaining an appraisal to determine the current market value of airport property and provide Airport Staff with guidance on next steps.

3. FOR POSSIBLE ACTION: DISCUSSION OF WB AVIATION, A CLASS II FBO THAT IS NON-COMPLIANT WITH CITY CODE.

Staff Summary: Review Airport Staff efforts to obtain current Certificate of Insurance and collect past due FBO fees and provide Airport Staff with guidance on next steps.

Consent Agenda

All matters listed under the consent agenda are considered routine or have been discussed at previous public meetings and may be acted upon by the Airport Authority with one action and without an extensive hearing. Any member of the Airport Authority may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Authority Chair, or the Authority Vice-Chair, retains discretion in deciding whether an item will be pulled off the consent agenda.

4. FOR POSSIBLE ACTION: DISCUSSION AND AWARD FAA CONTRACT FOR AIP 33 TO THE RESPONSIVE APPARENT LOW BIDDER, CUSTOM FENCE IN THE AMOUNT OF \$803,943.50 (Moen)

Staff Summary: Bids were advertised locally in the Nevada Appeal and websites of Armstrong Consultants and the Carson City Airport Authority. On-line bidding began April 22, 2020-April 28, 2020. Bid results were posted on April 30, 2020. FAA awarded a \$1.3M grant on July 13, 2020 (FAA AIP 33). Award of the Contract will allow the project, which includes perimeter fencing and gates, to proceed, and the Staff and Airport Engineer to initiate the construction process.

5. FOR POSSIBLE ACTION: DISCUSSION AND AWARD FAA CONTRACT FOR AIP 33 TO THE RESPONSIVE APPARENT LOW BIDDER, MESQUITE ELECTRIC IN THE AMOUNT OF \$27,262.00. (Moen)

Staff Summary: A Request for Proposals was issued to three electrical contractors that had expressed interest in the work on July 14, 2020. Proposals were received by July 31, 2020. FAA awarded a \$1.3M grant on July 13, 2020 (FAA AIP 33). Award of the Contract, which

includes the electrical infrastructure for new automated gates, will allow the project to proceed, and the Staff and Airport Engineer to initiate the construction process.

- G. AIRPORT ENGINEER’S REPORT *(Non-Action Item)*.
- H. AIRPORT MANAGER’S REPORT *(Non-Action Item)*.
- I. LEGAL COUNSEL’S REPORT *(Non-Action Item)*.
- J. TREASURER’S REPORT *(Non-Action Item)*.
- K. REPORT FROM AUTHORITY MEMBERS *(Non-Action Item)*.
Status review of projects
Internal communications and administrative matters
Correspondence to the Authority
Status reports and comments from the members of the Authority
- L. PUBLIC COMMENT. Members of the public who wish to address the Airport Authority may submit written comments on items discussed on the agenda related to the Airport. Comments are limited to three (3) pages per person or topic. If your item requires extended discussion, please request the Chairman to calendar the matter for a future Airport Authority meeting.
- M. AGENDA ITEMS FOR NEXT REGULAR MEETING *(Non-Action Item)*.
- N. ACTION ON ADJOURNMENT.
* * * * *

NOTICE TO PUBLIC: In accordance with the Governor’s Emergency Declaration Directive 006 suspending state law provisions requiring the posting of public meeting agendas at physical locations, this agenda was posted electronically at the following Internet websites: This notice has been posted at the following locations:

NOTE: The Airport Authority is pleased to make reasonable accommodations for the public who are disabled and wish to attend this meeting. If special arrangements for the meeting are necessary, please notify the Airport Authority at (775) 841-2255 or kmoen@flycarsoncity.com

Notice: NRS 241.020(3)(b) states that a request for mailed notice of meetings automatically lapses six months after it is made to the public body. A separate written request is not required for each meeting although requests are limited to six months at a time.

This agenda and backup information are available on the Airport’s website at <https://flycarsoncity.com/information/airport-authority-meeting-agendas-and-minutes/> and at the Airport Manager’s Office.

THE CARSON CITY AIRPORT AUTHORITY ENCOURAGES WRITTEN COMMENTS FROM THE PUBLIC. Comments should be addressed to the **Airport Manager**, and sent to the following address:

Carson City Airport Authority 2600 E. College Parkway #6, Carson City, Nevada 89706

DRAFT MINUTES
Regular Meeting
Carson City Airport Authority (CCAA)
Wednesday, July 15, 2020 ● 5:30 PM

Authority Members

Chair – Michael Golden	Vice Chair – Bradley Harris
Treasurer – Jon Rogers	Member – John Barrette
Member – Paul Hamilton	Member – Tim Puliz

Staff

Steve Tackes – Airport Counsel
Ken Moen – Airport Manager
Danielle Howard – Public Meetings Clerk

NOTE: A recording of these proceedings, the Board’s agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office, and available for review during regular business hours.

Audio recordings and the meeting minutes of the Carson City Airport Authority meetings are available on www.carson.org/minutes.

A. CALL TO ORDER AND DETERMINATION OF QUORUM

(5:35:15) – Chairperson Golden called the meeting to order at 5:35 p.m.

(5:35:38) – Roll was called, and a quorum was present.

Attendee Name	Status	Arrived
Chairperson Michael Golden	Present	
Vice Chair Bradley Harris	Present	
Treasurer Jon Rogers	Present	
Member John Barrette	Present	5:36 p.m.
Member Paul Hamilton	Present	
Member Tim Puliz	Present	

B. PLEDGE OF ALLEGIANCE

(5:36:45) – Led by Vice Chairperson Harris.

C. APPROVAL OF THE MINUTES OF THE PAST MEETING OF THE AIRPORT AUTHORITY.

(5:37:56) – Chairperson Golden introduced the item. Mr. Moen explained that, due to technical difficulties with the audio recording from the June 17, 2020 CCAA meeting, the meeting minutes were recreated through the notes taken during the meeting. Mr. Moen also noted that the minutes were not attached to the Board Packet or sent to

the Members; therefore, Chairperson Golden made the decision not to approve the minutes of the June 17, 2020 meeting.

D. MODIFICATION OF AGENDA

(5:38:39) – Chairperson Golden noted that there were no modifications to the Agenda.

E. PUBLIC COMMENT

(5:38:48) – Chairperson Golden entertained public comments; however, none were forthcoming.

F. PUBLIC HEARINGS

1. FOR POSSIBLE ACTION: PROCUREMENT OF AIRPORT OPS VEHICLE RESEARCH.

(5:38:58) – Chairperson Golden introduced the item. Mr. Moen referenced the Board Memo and presented the accompanying documents, all of which are incorporated into the record.

(5:43:04) – Chairperson Golden entertained Authority discussion, and there was consensus among the Authority to direct Mr. Moen to purchase a standard vehicle that fits within the budget. No formal action was taken on the item.

2. FOR POSSIBLE ACTION: APPROVE FINAL DESIGN OF E COLLEGE PARKWAY LANDSCAPE PLAN.

(5:45:03) – Chairperson Golden introduced the item. Mr. Moen referenced the Board Memo and presented the accompanying documents, all of which are incorporated into the record, and responded to clarifying questions.

(5:57:27) – Chairperson Golden entertained Member discussion. Member Hamilton commented on the extra maintenance work the plan would add on top of the existing maintenance of the Airport itself. Mr. Moen noted that the plants that were picked out for the plan are designed to be minimal maintenance and climate-friendly for the amount of water they require, and he assured that money would not be spent on landscaping that cannot be maintained.

(6:02:52) – Treasurer Rogers recommended authorizing Mr. Moen to get some bids on the project so the Authority could figure out the costs. He also was in favor of starting the hardscape work at this time or quickly doing so in conjunction with the airside work so the Airport could make progress while not excessively spending. Vice Chairperson Harris, Member Puliz, and Member Barrette agreed with Treasurer Rogers's comment. Chairperson Golden advised Mr. Moen to bring some bids on the plan back to the Authority. No formal action was taken on the item.

3. FOR POSSIBLE ACTION: CONSIDERATION OF LETTER OF INTEREST (LOI) FROM HIGH PLANE HANGARS NV LLC TO LEASE APPROXIMATELY 34,000 SF +/- OF LEVEL GROUND NEXT TO MOUNTAINVIEW COMMUNITY ASSOCIATION HANGARS.

(6:05:45) – Chairperson Golden introduced the item. David Vincent of High Plane Hangars NV, LLC introduced himself, and Mr. Moen referenced the Board Memo and accompanying documents, all of which are incorporated into the record. Mr. Tackes elaborated on the requirements that the Authority has under Nevada Revised Statute (NRS) 496, which included the Authority getting an appraisal, doing a resolution, setting the terms, doing a public publication, inviting bids, opening bids, and awarding a lease. He added that, for “storage only” hangars, as long as the Authority gives notice that they intend to consider a lease at a CCAA meeting and they have an appraisal in hand, then the Authority can lease land for that purpose.

(6:13:40) – Mr. Vincent stated that once High Plane Hangars NV, LLC has gotten the bids, then investors could be solicited to start the project. He stated that the project would cost approximately \$81 to \$83 per square foot, which would cost approximately \$1.6 million in total to build six hangars. Mr. Vincent and Mr. Tackes also responded to clarifying questions.

(6:22:45) – Chairperson Golden advised Mr. Moen to work with Mr. Vincent in getting an appraisal underway. No formal action was taken on the item.

4. FOR POSSIBLE ACTION: POST AND ADVERTISE POSITION VACANCY FOR AIRPORTS OPERATIONS TECHNICIAN.

(6:23:13) – Chairperson Golden introduced the item. Mr. Moen presented the Board Memo, which is incorporated into the record.

(6:27:47) – In response to Chairperson Golden’s question, Mr. Moen stated that he would advertise for the vacant position through specialty boards as well as by personally reaching out to the regional airports. He also mentioned that he had done some preliminary canvassing of some candidates that he was aware of who could possibly fill the position.

(6:29:01) – Chairperson Golden entertained Member comments and questions, and Mr. Moen responded to clarifying questions. Chairperson Golden advised Mr. Moen to work with Vice Chairperson Harris to come up with a position description. No formal action was taken on the item.

G. AIRPORT ENGINEER’S REPORT.

(6:33:41) – Chairperson Golden introduced the item. Mr. Moen referenced the report, which is incorporated into the record, and informed that the Airport had received the Airport Improvement Program (AIP) Grant for #33, which is for improving defense and the access gate replacement and the runway rehabilitation project. He added

that the Authority would need to come back to the Board for approval of and to award the contract through a two-phase process and requested scheduling a special meeting to award the contract for the runway rehabilitation project.

H. AIRPORT MANAGER'S REPORT.

(6:48:55) – Chairperson Golden introduced the item. Mr. Moen referenced his report and the accompanying documents, all of which are incorporated into the record, and responded to clarifying questions.

I. LEGAL COUNSEL'S REPORT.

(6:59:18) – Chairperson Golden introduced the item. Concerning the Airport Manager's Report, Mr. Tackes addressed that he did not believe that the information in the last section regarding where the easements and the access points are was accurate.

J. TREASURER'S REPORT.

(7:00:56) – Treasurer Rogers reported on the Balance Sheet, which is incorporated into the record, and highlighted that the Airport had gone from having \$1,080,497.52 in cash to \$1,220,462.76 in cash over the span of a year.

K. REPORT FROM AUTHORITY MEMBERS.

(7:04:10) – Discussion ensued regarding scheduling a date and time for the CCAA special meeting, and the consensus among the Authority was to schedule the special meeting for Thursday, July 23, 2020 at 4:00 p.m.

L. PUBLIC COMMENT.

(7:06:10) – Chairperson Golden entertained public comments; however, none were forthcoming.

M. AGENDA ITEMS FOR NEXT REGULAR MEETING.

(7:06:15) – Chairperson Golden entertained Agenda item suggestions; however, none were forthcoming.

N. ACTION ON ADJOURNMENT.

(7:06:22) – Chairperson Golden adjourned the meeting at 7:06 p.m.

The Minutes of the July 15, 2020 Carson City Airport Authority regular meeting are so approved on this 19th day of August, 2020.

DRAFT MINUTES
Special Meeting
Carson City Airport Authority (CCAA)
Thursday, July 23, 2020 ● 4:00 PM

Authority Members

Chair – Michael Golden	Vice Chair – Bradley Harris
Treasurer – Jon Rogers	Member – John Barrette
Member – Paul Hamilton	Member – Tim Puliz

Staff

Steve Tackes – Airport Counsel
Ken Moen – Airport Manager
Danielle Howard – Public Meetings Clerk

NOTE: A recording of these proceedings, the Board’s agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office, and available for review during regular business hours.

Audio recordings and the meeting minutes of the Carson City Airport Authority meetings are available on www.carson.org/minutes.

A. CALL TO ORDER AND DETERMINATION OF QUORUM

(4:07:10) – Vice Chairperson Harris called the meeting to order at 4:07 p.m.

(4:07:12) – Roll was called, and a quorum was present.

Attendee Name	Status	Arrived
Chairperson Michael Golden	Absent	
Vice Chair Bradley Harris	Present	
Treasurer Jon Rogers	Present	
Member John Barrette	Present	
Member Paul Hamilton	Present	
Member Tim Puliz	Present	

B. PLEDGE OF ALLEGIANCE

(4:08:37) – Vice Chairperson Harris decided to omit the item for the special meeting.

C. APPROVAL OF THE MINUTES OF THE PAST MEETING OF THE AIRPORT AUTHORITY.

(4:08:42) – Vice Chairperson Harris introduced the item and entertained comments, corrections, and/or a motion to approve the June 17, 2020 meeting minutes.

(4:09:17) – Member Puliz moved to approve the June 17, 2020 meeting minutes. Treasurer Rogers seconded the motion. Motion carried 5-0-0.

D. MODIFICATION OF AGENDA

(4:09:35) – Vice Chairperson Harris noted that there were no modifications to the Agenda.

E. PUBLIC COMMENT

(4:09:41) – Vice Chairperson Harris entertained public comments; however, none were forthcoming.

F. PUBLIC HEARINGS

1. FOR POSSIBLE ACTION: DISCUSSION AND AWARD FAA CONTRACT FOR AIP 33 REHABILITATE RUNWAY 09/27 INCLUDING THE REPLACEMENT OF (12) AIRPORT GUIDANCE SIGNS TO THE RESPONSIVE APPARENT LOW BIDDER, AMERICAN ROAD MAINTENANCE IN THE AMOUNT OF \$258,779.20.

(4:10:06) – Vice Chairperson Harris introduced the item. Mr. Moen referenced the Staff Report and accompanying documents, all of which are incorporated into the record, and Armstrong Consultants, Inc. Engineering Operating Manager Chris Nocks introduced himself. Mr. Moen and Mr. Nocks entertained Member questions; however, none were forthcoming.

(4:13:05) – Mr. Tackes noted that while there is a bid dispute process, the Airport had gotten a “very smart and pleasant response from the apparent high bidder” wishing to serve the Airport sometime in the future.

(4:14:18) – Vice Chairperson Harris entertained a motion.

(4:14:23) -- MOTION: Member Puliz moved to aware American Road Maintenance the contract for Rehabilitation of Runway 09/27 FAA AIP grant project in the amount of \$258,779.20. Member Hamilton seconded the motion. Vice Chairperson Harris entertained discussion and, when none was forthcoming, called for a vote. Motion carried 5-0-0.

G. PUBLIC COMMENT.

(4:15:21) – Vice Chairperson Harris entertained public comments; however, none were forthcoming.

H. AGENDA ITEMS FOR NEXT REGULAR MEETING.

(4:15:30) – None.

I. ACTION ON ADJOURNMENT.

(4:15:40) – Vice Chairperson Harris adjourned the meeting at 4:15 p.m.

The Minutes of the July 23, 2020 Carson City Airport Authority regular meeting are so approved on this 19th day of August, 2020.